MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct inquiries on information maintenance to your IPA Officer.

*FAILURE TO INCLUDE SOCIAL SECURITY NUMBERS MAY DELAY THE CERTIFICATION PROCESS.

Check One
- ☐ SMBE
- ☐ SWBE

1. NAME OF FIRM

DOING BUSINESS AS		CERTIFICATION NUMBER	
PHYSICAL ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP

2. MAJORITY OWNER(S) NAME	SOCIAL SECURITY NUMBER*

3. BUSINESS PHONE NUMBER *(LIST ONLY ONE)*	FAX NUMBER

4. IS THE BUSINESS STREET ADDRESS OR THE BUSINESS PHONE NUMBER THE SAME AS THE RESIDENCE ADDRESS OR PHONE NUMBER? ☐ YES ☐ NO

IF YES, PLEASE EXPLAIN IN ITEM 25 OR ATTACH AN ADDITIONAL SHEET

5. CONTROLLING INTEREST *(CHECK APPROPRIATE BOXES)*

a. GROUP MEMBERSHIP

ASIAN-PACIFIC
- ☐ Burma (Mayanmar)
- ☐ Brunei
- ☐ Cambodia (Kampuchea)
- ☐ China
- ☐ Federated States of Micronesia
- ☐ Fiji
- ☐ Guam
- ☐ Hong Kong
- ☐ Indonesia
- ☐ Japan
- ☐ Juvalu
- ☐ Kirbati
- ☐ Korea
- ☐ Laos
- ☐ Macao
- ☐ Malaysia
- ☐ Northern Marianas
- ☐ Nauru
- ☐ Philippines
- ☐ Samoa
- ☐ Taiwan
- ☐ Thailand
- ☐ Tonga
- ☐ U.S. Trust Territories of the Pacific Islands (Republic of Palau)
- ☐ Vietnam

ASIAN-SUBCONTINENT AMERICANS
- ☐ Bangladesh
- ☐ Bhutan
- ☐ India
- ☐ Maldives Islands
- ☐ Nepal
- ☐ Pakistan
- ☐ Sri Lanka

☐ **BLACK AMERICANS**

☐ **CAUCASIANS**

HISPANIC AMERICANS (Regardless of Race)
- ☐ Cuba
- ☐ Central or South America
- ☐ Dominican Republic
- ☐ Mexico
- ☐ Portugal
- ☐ Puerto Rico
- ☐ Spain

NATIVE AMERICANS
- ☐ Aleuts
- ☐ American Indians
- ☐ Eskimos
- ☐ Native Hawaiians

☐ **SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS**

☐ **OTHER** _____

DOCUMENTED EVIDENCE MAY BE REQUESTED TO SUPPORT EACH OWNER'S CLAIM OF MINORITY OR DISADVANTAGED STATUS.

b. U.S. CITIZEN

☐ YES ☐ NO

c. PERMANENT RESIDENT

☐ YES ☐ NO

d. GENDER

☐ MALE ☐ FEMALE

6. TYPE OF OWNERSHIP *(CHECK ONE)*

☐ SOLE PROPRIETORSHIP ☐ CORPORATION ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY

DATE BUSINESS STARTED	DATE INCORPORATED	STATE	DATE OF AGREEMENT

7. NATURE OF THIS FIRM'S BUSINESS

MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

8. LIST EACH LICENSE/PERMIT REQUIRED FOR YOUR BUSINESS

NAME OF LICENSE QUALIFIER	SOCIAL SECURITY NUMBER	ISSUED BY	LICENSE TYPE	LICENSE #	EXPIRATION DATE

IF THE QUALIFYING INDIVIDUAL IS NOT ONE OF THE MINORITY OR WOMEN OWNERS LISTED IN ITEM 2, EXPLAIN IN ITEM 25

9. MANAGEMENT - INDICATE CONTROL OF FIRM IN THE FOLLOWING AREAS:

	NAME	RELATIONSHIP TO MAJORITY OWNER(S)	TITLE	GROUP MEMBERSHIP	GENDER *(CIRCLE)*
a. FINANCIAL DECISIONS					M / F
b. ESTIMATING					M / F
c. MARKETING/SALES					M / F
d. HIRE/FIRE MANAGEMENT					M / F
e. PURCHASING OF MAJOR EQUIPMENT/SUPPLIES					M / F
f. SUPERVISION OF FIELD OPERATIONS					M / F
g. JOBS THE COMPANY WILL UNDERTAKE					M / F
h. SURETY AND/OR PERFORMANCE BONDS					M / F
i. INSURANCE					M / F
j. PAYROLL					M / F

10. SOLE PROPRIETOR

NAME	SOCIAL SECURITY NUMBER*	GROUP MEMBERSHIP	GENDER M / F	YEARS OWNED

11. OWNERSHIP BREAKDOWN *(Partnerships, Corporations & LLC - Attach additional pages if needed)*

NAME	SOCIAL SECURITY NUMBER*	OWNERSHIP %	GROUP MEMBERSHIP	GENDER *(CIRCLE)*	DATE OF PURCHASE	TOTAL COST	NO. OF SHARES
				M / F			
				M / F			
				M / F			
				M / F			

TOTAL NUMBER OF SHARES ISSUED	NUMBER OF SHARES OUTSTANDING

11A. IS YOUR FIRM OWNED IN FULL OR IN PART BY ANOTHER COMPANY? LIST ON A SEPARATE SHEET THAT COMPANY'S SHAREHOLDERS TO INCLUDE PERCENTAGE OF OWNERSHIP INTEREST, AND THE NAMES AND ADDRESSES OF DIRECTORS AND OFFICERS. IF MINORITIES, SO INDICATE.

MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

12. OFFICERS OF THE CORPORATION/LIMITED LIABILITY COMPANY *(list the names and use additional sheets if needed)*

	NAME	GROUP MEMBERSHIP	GENDER *(CIRCLE)*	(DATE ELECTED) / (APPOINTED)
PRESIDENT			M / F	
VICE PRESIDENT			M / F	
SECRETARY			M / F	
TREASURER			M / F	
OTHER			M / F	

13. IDENTIFY ANY MANAGEMENT OFFICIAL OR OWNER (ITEM 2, 8, 9, 10, 11) WHO IS, OR WHO HAS BEEN, WITHIN THE LAST THREE YEARS, AN OWNER, MANAGER, OR EMPLOYEE OF ANOTHER FIRM THAT HAS AN OWNERSHIP INTEREST OR A PRESENT BUSINESS RELATIONSHIP WITH THE FIRM. PRESENT BUSINESS RELATIONSHIPS INCLUDE SHARED SPACE, EMPLOYEES, EQUIPMENT, OR FINANCING. EXPLAIN ANY SUCH RELATIONSHIPS BELOW.

14. CURRENT BOARD OF DIRECTORS

NAME	SOCIAL SECURITY NUMBER*	GROUP MEMBERSHIP	GENDER *(CIRCLE)*	DATES OF SERVIC	HOME ADDRESS *(Number,Street, City, State, Zip)*
			M / F		
			M / F		
			M / F		
			M / F		

15. PLEASE PROVIDE THIS FIRM'S EMPLOYEE INFORMATION FOR THE PAST CALENDAR YEAR

	FULL TIME	PART TIME
a. CURRENT NUMBER OF EMPLOYEES ON PAYROLL		

b. WERE ANY OF THE EMPLOYEES ON ANOTHER CONTRACTOR'S PAYROLL CONCURRENT WITH EMPLOYMENT WITH THIS FIRM? ☐ YES ☐ NO IF YES, PLEASE EXPLAIN IN ITEM 25 OR ATTACH AN ADDITIONAL SHEET

16. DOES YOUR COMPANY OWN EQUIPMENT TO PROVIDE THE ESSENTIAL FUNCTIONS OF YOUR BUSINESS? ☐ YES ☐ NO

17. INDICATE THIS FIRM'S GROSS RECEIPTS FROM THE LAST THREE (3) YEARS TAX RETURNS.

YEAR ENDING DATE	GROSS RECEIPTS
YEAR	$
YEAR	$
YEAR	$

18. LIST ALL SOURCES, AMOUNTS OF MONEY LOANED TO THE FIRM AND THEIR UNPAID BALANCES *(USE ADDITIONAL SHEETS IF NEEDED)*

SOURCE	AMOUNT	UNPAID BALANCE	DATE DUE	REASON
	$	$		
	$	$		
	$	$		

19(a.) HAS THE FIRM EVER BEEN DENIED CERTIFICATION AS A MINORITY/WOMEN BUSINESS ENTERPRISE BY ANY GOVERNMENTAL AGENCY?

☐ YES ☐ NO

19 (b.) HAVE ANY OF THE INDIVIDUALS LISTED IN ITEMS 2, 9, 10, AND 11 BEEN AN OWNER OR MANAGER WITH A FIRM THAT HAS BEEN DENIED CERTIFICATION AS A MINORITY/WOMEN BUSINESS ENTERPRISE BY ANY OTHER GOVERNMENTAL AGENCY?

☐ YES ☐ NO

IF THE ANSWER TO 19(a.) OR 19(b.) IS YES, EXPLAIN IN ITEM 25 OR ATTACH AN ADDITIONAL SHEET

MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

20. IS THE FIRM CURRENTLY CERTIFIED WITH OTHER PUBLIC/FEDERAL/STATE AGENCIES?

☐ YES - ATTACH COPY OF CERTIFICATION ☐ NO

CERTIFYING AGENCY	EXPIRATION DATE
PHONE NO.	

INDICATE EACH DOCUMENT SUBMITTED WITH A CHECK MARK

21. THE FOLLOWING DOCUMENTS AND ANY AMENDMENTS ARE REQUIRED BY ALL COMPANIES:
(FOR EXPLANATIONS OF EACH DOCUMENT, PLEASE REFER TO THE ENCLOSED INSTRUCTION SHEETS.)

YOU MUST SUBMIT ALL DOCUMENTATION APPLICABLE TO YOUR FIRM. IF NOT APPLICABLE, PLEASE EXPLAIN IN ITEM 25 OR ON A SEPARATE SHEET. FAILURE TO PROVIDE APPLICABLE INFORMATION MAY RESULT IN CLOSURE OF THE FILE.

☐ (1) FEDERAL TAX FORM *(1040 OR 1065-K1 OR 1120S AND 4562)* AND ALL SCHEDULES FOR LAST THREE YEARS EACH PRINCIPAL MUST ALSO SUBMIT PERSONAL TAX FORMS.
☐ (2) COPIES OF 3 PROPOSALS OR CONTRACTS.
☐ (3) BANK SIGNATURE CARD OR LETTER FROM BANK INDICATING WHO IS AUTHORIZED TO SIGN ON FIRMS ACCOUNT.
☐ (4) RESUME OF ALL INDIVIDUALS LISTED IN ITEMS 2, 8, 9, 10, AND 11 SHOWING EDUCATION, TRAINING AND EMPLOYMENT WITH DATES.
☐ (5) CURRENT DUTY STATEMENT OF DAY TO DAY ACTIVITIES OF INDIVIDUALS LISTED IN ITEMS 2, 8, 9, 10, 11 AND OF KEY EMPLOYEES.
☐ (6) A LIST OF MAJOR EQUIPMENT OWNED TO PERFORM ESSENTIAL FUNCTIONS OF YOUR BUSINESS.
☐ (7) PROPERTY RENTAL AND LEASE AGREEMENTS.
☐ (8) PROOF OF INITIAL BUSINESS CAPITALIZATION.
☐ (9) COPIES OF LAST 4 QUARTERLY WAGE AND WITHHOLDING REPORTS (DE-6s).
☐ (10) COPIES OF ALL APPLICABLE LICENSE(S) OR PERMIT(S) AS LISTED IN ITEM #8.
☐ (11) IF APPLICABLE, A COMPLETE COPY OF ANY EXISTING TRUSTS.
☐ (12) FICTITIOUS BUSINESS NAME STATEMENT.

22. THE FOLLOWING DOCUMENTS ARE REQUIRED FOR THE FOLLOWING BUSINESS TYPES:

PARTNERSHIPS
☐ (1) PARTNERSHIP AGREEMENTS.
☐ (2) BYLAWS AND ALL AMENDMENTS.
☐ (3) MINUTES OF ORIGINAL PARTNERSHIP MEETING AND MINUTES FROM THE LAST 3 YEARS.

CORPORATION
☐ (1) ARTICLES OF INCORPORATION AND AMENDMENTS.
☐ (2) BYLAWS AND ALL AMENDMENTS.
☐ (3) COPIES OF ALL STOCK CERTIFICATES *(NO SAMPLES)*, STOCK TRANSFER LEDGERS, PROOF OF STOCK PURCHASE.
☐ (4) IF A FOREIGN CORPORATION, COPY OF AUTHORITY TO DO BUSINESS IN CALIFORNIA.
☐ (6) ALL MINUTES OF THE BOARD OF DIRECTOR'S MEETINGS FOR THE LAST THREE (3) YEARS AND THE FIRST ORGANIZATIONAL MEETING MINUTES.
☐ (5) STATEMENT BY DOMESTIC STOCK CORPORATION.

LIMITED LIABILITY COMPANY
☐ (1) ARTICLES OF ORGANIZATION AND ALL AMENDMENTS OR RESTATEMENTS.
☐ (2) OPERATING AGREEMENT AND ALL AMENDMENTS.
☐ (3) STATEMENT OF INFORMATION (CERTIFIED COPY FILED WITH SECRETARY OF STATE).
☐ (4) PROOF OF REGESTRATION AS A FOREIGN LIMITED LIABILITY (IF APPLICABLE).
☐ (5) CALIFORNIA TAX FORM 568, LIMITED LIABILITY COMPANY RETURN OF INCOME FOR LAST THREE TAX YEARS WITH ALL SCHEDULES.
☐ (6) PROOF OF FEES PAID TO FRANCHISE TAX BOARD AND/OR SECRETARY OF STATE.

23. TRUCKER

☐ (1) DEPARTMENT OF MOTOR VEHICLE REGISTRATION FOR TRUCK(S) OWNED.
☐ (2) PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE COVERAGE.

24. SUPPLIERS

☐ (1) LIST OF MANUFACTURES, INCLUDING PHONE NUMBER.
☐ (2) INVENTORY LIST AND ADDRESS OF STORAGE SITE.
☐ (3) EXPLAIN HOW SUPPLIES ARE PACKAGED AND SHIPPED TO CONTRACTORS.

MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

25. USE THIS SPACE TO EXPLAIN ANY OF THE ABOVE ITEMS. YOU MAY ATTACH ADDITIONAL SHEETS IF NEEDED.

26. AREA(S) OF THE STATE YOU WISH TO BE CONSIDERED FOR WORK. SELECT ALL COUNTIES WHERE YOU ARE WILLING TO PERFORM WORK.

☐ 01 ALAMEDA	☐ 11 GLENN	☐ 21 MARIN	☐ 31 PLACER	☐ 41 SAN MATEO	☐ 51 SUTTER
☐ 02 ALPINE	☐ 12 HUMBOLDT	☐ 22 MARIPOSA	☐ 32 PLUMAS	☐ 42 SANTA BARBARA	☐ 52 TEHAMA
☐ 03 AMADOR	☐ 13 IMPERIAL	☐ 23 MENDOCINO	☐ 33 RIVERSIDE	☐ 43 SANTA CLARA	☐ 53 TRINITY
☐ 04 BUTTE	☐ 14 INYO	☐ 24 MERCED	☐ 34 SACRAMENTO	☐ 44 SANTA CRUZ	☐ 54 TULARE
☐ 05 CALAVERAS	☐ 15 KERN	☐ 25 MODOC	☐ 35 SAN BENITO	☐ 45 SHASTA	☐ 55 TUOLUMNE
☐ 06 COLUSA	☐ 16 KINGS	☐ 26 MONO	☐ 36 SAN BERNARDINO	☐ 46 SIERRA	☐ 56 VENTURA
☐ 07 CONTRA COSTA	☐ 17 LAKE	☐ 27 MONTEREY	☐ 37 SAN DIEGO	☐ 47 SISKIYOU	☐ 57 YOLO
☐ 08 DEL NORTE	☐ 18 LASSEN	☐ 28 NAPA	☐ 38 SAN FRANCISCO	☐ 48 SOLANO	☐ 58 YUBA
☐ 09 EL DORADO	☐ 19 LOS ANGELES	☐ 29 NEVADA	☐ 39 SAN JOAQUIN	☐ 49 SONOMA	
☐ 10 FRESNO	☐ 20 MADERA	☐ 30 ORANGE	☐ 40 SAN LUIS OBISPO	☐ 50 STANISLAUS	

27. TYPE OF WORK PERFORMED. ENTER THE SIX DIGIT NAICS CODE INDICATING WORK YOUR FIRM HAS THE ABILITY TO PERFORM.
(SEE WORK & COUNTY CODE SUPPLEMENT)

IMPORTANT: YOU MUST NOT INDICATE WORK CODES FOR WORK YOUR FIRM DOES NOT HAVE THE ABILITY TO PERFORM.

MINORITY AND WOMEN BUSINESS ENTERPRISE APPLICATION

AFFIDAVIT

"The undersigned swears, under penalty of perjury, that the foregoing statements are correct and true and include all material information necessary to identify and explain the operations of _____ (Name of Firm) as well as the ownership thereof.

The undersigned also states that he or she is properly authorized by _____ to execute the affidavit and does so as his or her free act and deed. Further the undersigned swears, under penalty of perjury, that the applicant, and any other individual who constitutes the Minority/Women Business Enterprise, are members of a group that is presumed to be socially and economically disadvantaged, as defined in 49 CFR Part 23.53. Any material misrepresentation will be grounds for removing your firm from the Minority/Women Business Enterprise Program, terminating any contract which has or may be awarded to your firm and for initiating action under Federal and State laws concerning false statements.

Printed Name	Signature

Title	Date

NOTARY

The foregoing affidavit was subscribed and sworn to before me on this _____ day of

_____ , _____ by _____

SEAL

Notary Public _____

Commission Expires _____

Mail completed questionnaire to:

City of Redding, Housing Division
777 Cypress Avenue
Redding, CA 96001

CERTIFICATION APPLICATION INSTRUCTIONS

IMPORTANT

1. Complete **each question in full**. If additional explanations are needed, please address these in detail. Be sure to attach the requested documentation and label accordingly.

2. Indicate non-applicable items by using "N/A". If a requested document is not applicable to your firm, please explain why on a separate sheet of paper.

3. Every question **must** be filled in with the appropriate answer or "N/A". It is the applicants responsibility to ensure a complete application is received by Caltrans before a determination can be made.

4. Do not cut your statements short. If sufficient space is not provided, attach additional pages. It is better to supply too much rather than not enough information.

5. Application must be **notarized**, **signed**, and **dated**.

CERTIFICATION APPLICATION INSTRUCTIONS

INSTRUCTIONS

Question #1

The authorized/registered legal name of the firm and address of the physical location of the company. This must include all DBA's of the firm. Please include a mailing address if different than the company location. A Post Office Box Number alone is not acceptable. Additional offices should be listed on a separate attachment.

Question #2

Person(s) who own(s) the majority interest in the firm and their Social Security Number(s).

Question #3

Business phone number, including the area code.

Question #4

Provide information as requested.

Question #5

Check the appropriate group membership box for the person or persons who have a controlling ownership interest in the firm.
Note: Group membership cannot be claimed based solely upon being born in a certain country.

Citizens of the United States or lawfully admitted permanent residents who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the Small Business Administration (SBA), are **rebuttably** presumed to be socially and economically disadvantaged.

IMPORTANT: However, if we have **any** reason to question whether an individual is a member of a group that is presumed to be socially and economically disadvantaged, the individual **must** demonstrate by a preponderance of the evidence that he or she is a member of that group.

Question #6

Check the appropriate box, and indicate the date your firm was established and/or incorporated.

Question #7

Indicate the nature of your firm's business, e.g., fencing, paving, equipment rental, etc.

Question #8

Provide the requested information regarding current licenses (e.g., contractor, engineer, architect, etc.) and attach a copy of each license. If the qualifying individual is not one of the minority or women owners listed in Questions 2, 10, or 11, please explain in # 25.

CERTIFICATION APPLICATION INSTRUCTIONS

Question #9

List the individuals responsible for the day-to-day management, policy and decision making areas indicated. If more than one, please indicate. Include resumes and duty statements for all principals.

Question #10

Provide information if applicable.

Question #11

Provide information as requested for partnerships and corporations and Limited Liability Companies.

Question #12

Identify officers with corresponding titles and other information requested.

Question #13

Provide information requested. Use additional paper if necessary.

Question #14

Identify the current Board of Directors with other information requested. If the Board of Directors has changed within the last three years, list all directors for the last three years, including their names, group membership, and date elected in Item 25 or attach additional sheets.

Question #15

Provide information requested.

Question #16

List all equipment owned by your firm. Indicate approximate market value.

Question #17

Provide information requested.

IMPORTANT: The Small Business Administration has established size criteria for small businesses. The criteria varies according to your firm's primary business classification. If your firm's average gross receipts for the previous three fiscal years exceeds these size criteria, then your firm is not eligible for the SMBE/SWBE program.

CERTIFICATION APPLICATION INSTRUCTIONS

Question#18

Identify all sources of loans made to the firm, amount loaned, date loan is due, and unpaid balance. Attach copies of the promissory note(s) and any other related documents outlining terms and conditions of the loan(s).

Question #19

Provide information as requested. If the answer to 19(a) or 19(b) is yes, explain in Item 25 or attach a separate sheet.

Question #20

Provide information requested. If you answered yes to either questions, you must submit a copy of your certification. If you are an out of state firm you must submit a copy of your home state M/WBE certification.

Question #21

These documents are required by all firms and must be submitted with the application. Failure to submit this information may result in closure of your file. If any of the documents are not included in the certification package, please indicate the reason for the omission.

1) Make sure to include all documents.

2) Provide documents indicated.

3) Provide information as required. A letter from the bank must include the authorized signatories and the required number of signatures.

4) Resumes for each principal, owner, or partner should include all jobs and positions held in the past and to date, the general description of their duties, the dates of employment or ownership, and the name of the employing company.

5) Provide current duties within the firm.

6) Provide copies of rental, lease, and/or purchase agreements or receipts for equipment that are used in the pursuit of business or are used by the firm's principals or personnel as a business practice. Include itemized list of major equipment you own.

7) Provide copies of property rental, lease and/or purchase agreements and/or receipts which are used in the pursuit of business or are used by the firm's principals or personnel as a business practice.

8) Provide proof of majority owner(s) initial capitalization. Please indicate how he/she acquired assets to purchase controlling interest in the firm, as demonstrated by, but not limited to, inheritance, loans, experience, or savings. Provide supporting documentation.

9) Provide documents indicated.

10) Provide documents indicated.

11) Provide documents indicated.

12) Provide documents indicated.

CERTIFICATION APPLICATION INSTRUCTIONS

Question #22

The following documents are required for the following types of business, in addition to those documents listed below.

PARTNERSHIPS -

(1) Self explanatory.
(2) Copy of the firm's by-laws and any amendments or resolutions including, but not limited to, buy-out rights, meeting minutes, promissory notes, etc.
(3) Provide documents indicated.

CORPORATIONS -

(1) - (2) Copy of firm's Articles of Incorporation, Bylaws, and any other amendments or resolutions including, but not limited to, stock/ownership options, stockholders agreements, buy-out rights, all minutes of the Board of Director's meetings for the last three (3) years and the first organizational meeting minutes, stockholder voting rights, promissory notes, etc.

(3) Copies of all stock certificates, transfer ledgers, and proof of purchase(s) issued to date.

(4) - (6) Provide all documents as required.

LIMITED LIABILITY COMPANIES

(1) Provide documents indicated.

Question #23

Provide information as required.

Question #24

Provide information indicated.

Question #25

This space is for explanations or other added information regarding previous questions.

Question #26

Indicate counties where your firm is willing to work.

Question #27

Enter work codes, using the enclosed listing.

IMPORTANT: You must not indicate work codes for work your firm does not have the ability to perform.

CERTIFICATION APPLICATION INSTRUCTIONS

REQUIRED DOCUMENTS

All applicable documentation must be submitted. Please provide explanations in Item #25 or on a separate sheet of paper as indicated in the instructions. Failure to provide applicable information may result in closure of your file.

- ☐ (1) Federal Tax Forms (1040, 1065-K1 and 1120S), signed, and all schedules for the firm for the previous three years. Each principal must also submit W2's, 1099's, and Personal Tax Forms, for the past previous three years.
- ☐ (2) Copies of the last three (3) completed contracts or proposals, including contact persons.
- ☐ (3) Bank signature card or letter from your bank indicating authorized signers and number of signatures required.
- ☐ (4) Resumes of all principals, owners, and partners showing education, training and employment with dates and a description of the duties performed. Also, indicate all professional affiliations.
- ☐ (5) Current duty statement of day-to-day activities of all principals, owners, partners, and key employees.
- ☐ (6) A list of major equipment owned.
- ☐ (7) Property rental or lease agreements *(complete copy)*.
- ☐ (8) Proof of capitalization. The documentation must include initial capitalization, sources of all funds and an explanation of how the ownership was obtained by the majority owner(s).
- ☐ (9) State Quarterly Wage and Withholding Reports for the last 4 quarters.
- ☐ (10) Copies of all applicable licenses or permits.
- ☐ (11) If applicable, a complete copy of any existing Trusts.
- ☐ (12) Fictitious Business Name Statement.

CERTIFICATION APPLICATION INSTRUCTIONS

The following documents are required for the following business types:

Partnerships

☐ (1) Partnership agreements and all amendments.

☐ (2) Bylaws and all amendments.

☐ (3) Minutes of partnership meetings for last three years if applicable.

Corporations

☐ (1) Articles of Incorporation and all amendments.

☐ (2) Bylaws and all amendments.

☐ (3) Issued stock certificates (no samples) and completed stock transfer ledger. Proof of stock purchase.

☐ (4) Authority To Do Business in California if a foreign corporation.

☐ (5) All minutes of meetings of the Board of Directors for the last 3 years.

☐ (6) Initial Statement by Domestic Stock Corporation and all subsequent statements through the current year.

Limited Liability Companies

☐ (1) Articles of Organization and all amendments or restatements.

☐ (2) Operating Agreement and all amendments.

☐ (3) Statement of Information (certified copy filed with Secretary of State).

☐ (4) Proof of Registration as a Foreign Limited Liability (if applicable).

☐ (5) California Tax Form 568, Limited Liability Company Return of Income for last three tax years will all schedules.

☐ (6) Proof of fees paid to Franchise Tax Board and/or Secretary of State.

Truckers

☐ (1) Department of Motor Vehicle Registration.

☐ (2) Public Liability and Property Damage Insurance Coverage.

Suppliers

☐ (1) List of manufacturers, including phone number.

☐ (2) Inventory list and address of storage site.

☐ (3) Explanation of how supplies are packaged and shipped to contractors.

Dear Business Owner:

Please use the attached list of NAICS Codes when identifying the type of work your company performs.

County codes are listed below.

01	ALAMEDA	21	MARIN	41	SAN MATEO
02	ALPINE	22	MARIPOSA	42	SANTA BARBARA
03	AMADOR	23	MENDOCINO	43	SANTA CLARA
04	BUTTE	24	MERCED	44	SANTA CRUZ
05	CALAVERAS	25	MODOC	45	SHASTA
06	COLUSA	26	MONO	46	SIERRA
07	CONTRA COSTA	27	MONTEREY	47	SISKIYOU
08	DEL NORTE	28	NAPA	48	SOLANO
09	EL DORADO	29	NEVADA	49	SONOMA
10	FRESNO	30	ORANGE	50	STANISLAUS
11	GLENN	31	PLACER	51	SUTTER
12	HUMBOLDT	32	PLUMAS	52	TEHAMA
13	IMPERIAL	33	RIVERSIDE	53	TRINITY
14	INYO	34	SACRAMENTO	54	TULAR
15	KERN	35	SAN BENITO	55	TUOLUMNEE
16	KINGS	36	SAN BERNARDINO	56	VENTURA
17	LAKE	37	SAN DIEGO	57	YOLO
18	LASSEN	38	SAN FRANCISCO	58	YUBA
19	LOS ANGELES	39	SAN JOAQUIN		
20	MADERA	40	SAN LUIS OBISPO		

List of NAICS Codes *(partial)*

110000	*Agricultrure, Forestry, Fishing and Hunting*
111000	Crop Production
112000	Animal Production
113000	Forestry and Logging
114000	Fishing, Hunting and Trapping
115000	Support Activities for Agriculture and Forestry

210000	*Mining*
211000	Oil and Gas Extraction
212000	Mining (except Oil and Gas)
213000	Support Activities for Mining

220000	*Utilities*
221110	Hydroelectric, Fossil Fuel, Nuclear and Other Electric Power Generation
221120	Electric Power Transmission, Control and Distribution
221310	Water Supply and Irrigation Systems

230000	*Construction**
236000	Construction of Buildings
236115	New Single-Family Housing Construction (except Operative Builders)
236116	New Multifamily Housing Construction (except Operative Builders)
236117	New Housing Operative Builders
236118	Residential Remodelers
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
237000	Heavy and Civil Engineering Construction
237110	Water and Sewer Line and Related Structures Construction
237120	Oil and Gas Pipeline and Related Structures Construction
237130	Power and Comunication Line and Related Structures Construction
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction
237990	Other Heavy and Civil Engineering Construction
237990	Dredging and Surface Cleanup Activities
238000	Specialty Trade Contractors
238110	Poured Concrete Foundation and Structure Contractors
238120	Structural Steel and Precast Concrete Contractors
238130	Framing Contractors
238140	Masonry Contractors
238150	Glass and Glazing Contractors
238160	Roofing Contractors
238170	Siding Contractors
238190	Other Foundation, Structure and Building Exterior Contractors
238210	Electrical Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238290	Other Building Equipment Contractors
238310	Drywall and Insulation Contractors
238320	Painting and Wall Covering Contractors
238330	Flooring Contractors
238340	Tile and Terrazzo Contractors
238350	Finish Carpentry Contractors
238390	Other Building Finishing Contractors
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors
238990	Building and Property Specialty Trade Services

310000 - 339999	*Manufacturing*
311000	Food Manufacturing
312000	Beverage and Tobacco Product Manufacturing
313000	Textile Mills
314000	Textile Product Mills
315000	Apparel Manufacturing
315211	Men's and Boys' Cut and Sew Apparel Contractors
315212	Women's, Girls', and Infants' Cut and Sew Apparel Contractors
315220	Men's and Boys' Cut and Sew Apparel Manufacturing
315230	Women's and Girls' Cut and Sew Apparel Manufacturing
315299	All Other Cut and Sew Apparel Manufacturing
315999	Other Apparel Accessories and Other Apparel Manufacturing
316000	Leather and Allied Product Manufacturing
316211	Rubber and Plastics Footwear Manufacturing
316213	Men's Footwear (except Athletic) Manufacturing
316214	Women's Footwear (except Athletic) Manufacturing
316219	Other Footwear Manufacturing
321000	Wood Product Manufacturing
322000	Paper Manufacturing
323000	Printing and Related Support Activities
323110	Commercial Lithographic Printing
323111	Commercial Gravure Printing
323112	Commercial Flexographic Printing
323113	Commercial Screen Printing
323114	Quick Printing
323115	Digital Printing
323116	Manifold Business Forms Printing
323117	Books Printing
323118	Blankbook, Loose-leaf Binder and Device Manufacturing
323119	Other Commercial Printing
323121	Tradebinding and Related Work
323122	Prepress Services
324000	Petroleum and Coal Products Manufacturing
324121	Asphalt Paving Mixture and Block Manufacturing
324122	Asphalt Shingle and Coating Materials Manufacturing
325000	Chemical Manufacturing
326000	Plastics and Rubber Products Manufacturing
326211	Tire Manufacturing (except Retreading)
326212	Tire Retreading
326220	Rubber and Plastics Hoses and Belting Manufacturing
326291	Rubber Product Manufacturing for Mechanical Use
326299	All Other Rubber Product Manufacturing
327000	Nonmetallic Mineral Product Manufacturing
331000	Primary Metal Manufacturing
332000	Fabricated Metal Product Manufacturing
332116	Metal Stamping
332322	Sheet Metal Work Manufacturing
332323	Ornamental and Architectural Metal Work Manufacturing
332710	Machine Shops
332721	Precision Turned Product Manufacturing
332996	Fabricated Pipe and Pipe Fitting Manufacturing
333000	Machinery Manufacturing
333120	Construction Machinery Manufacturing
333311	Automatic Vending Machine Manufacturing
333313	Office Machinery Manufacturing

*** Note: Evidence of State licensing is required in order to be classified in this industry.**

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)

333414	Heating Equipment (except Warm Air Furnaces) Manufacturing
333415	Air-Conditioning and Warm Air Heating Equipment and Commercial and Industrial Refrigeration Equipment Manufacturing
333514	Special Die and Tool, Die Set, Jig and Fixture Manufacturing
333613	Mechanical Power Transmission Equipment Manufacturing
333618	Other Engine Equipment Manufacturing
333911	Pump and Pumping Equipment Manufacturing
333921	Elevator and Moving Stairway Manufacturing
333922	Conveyor and Conveying Equipment Manufacturing
333923	Overhead Traveling Crane, Hoist and Monorail System Manufacturing Generation
333924	Industrial Truck, Tractor, Trailer and Stacker Machinery Manufacturing
334000	Computer and Electronic Product Manufacturing
334111	Electronic Computer Manufacturing
334112	Computer Storage Device Manufacturing
334113	Computer Terminal Manufacturing
334119	Other Computer Peripheral Equipment Manufacturing
334210	Telephone Apparatus Manufacturing
334220	Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing
334290	Other Communications Equipment Manufacturing
334310	Audio and Video Equipment Manufacturing
334417	Electronic Connector Manufacturing
334418	Printed Circuit Assembly (Electronic Assembly) Manufacturing
334419	Other Electronic Component Manufacturing
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing
334512	Automatic Environmental Control Manufacturing for Residential, Commercial and Appliance Use
334513	Instruments and Related Products Manufacturing for Measuring, Displaying, and Controlling Industrial Process Variables
334514	Totalizing Fluid Meter and Counting Device Manufacturing
334518	Watch, Clock, and Part Manufacturing
334519	Other Measuring and Controlling Device Manufacturing
334611	Software Reproducing
334612	Prerecorded Compact Disc (except Software), Tape, and Record Reproducing
334613	Magnetic and Optical Recording Media Manufacturing
335000	Electrical Equipment, Appliance and Component Manufacturing
336000	Transportation Equipment Manufacturing
336112	Light Truck and Utility Vehicle Manufacturing
336120	Heavy Duty Truck Manufacturing
336211	Motor Vehicle Body Manufacturing
336212	Truck Trailer Manufacturing
336311	Carburetor, Piston, Piston Ring and Valve Manufacturing
336312	Gasoline Engine and Engine Parts Manufacturing
336321	Vehicular Lighting Equipment Manufacturing
336322	Other Motor Vehicle Electrical and Electronic Equipment Manufacturing
336330	Motor Vehicle Steering and Suspension Components (except Spring) Manufacturing
336340	Motor Vehicle Brake System Manufacturing
336350	Motor Vehicle Transmission and Power Train Parts Manufacturing
336360	Motor Vehicle Seating and Interior Trim Manufacturing
336370	Motor Vehicle Metal Stamping
336391	Motor Vehicle Air-Conditioning Manufacturing
336399	All Other Motor Vehicle Parts Manufacturing
336411	Aircraft Manufacturing
336510	Railroad Rolling Stock Manufacturing
336611	Ship Building and Repairing
336991	Mororcycle, Bicycle and Parts Manufacturing
336999	All Other Transportation Equipment Manufacturing
337000	Furniture and Related Product Manufacturing
337127	Institutional Furniture Manufacturing
337211	Wood Office Furniture Manufacturing
337214	Office Furniture (Except Wood) Manufacturing
337215	Showcase, Partition, Shelving, and Locker Manufacturing
337920	Blind and Shade Manufacturing
339000	Miscellaneous Manufacturing
339111	Laboratory Apparatus and Furniture Manufacturing
339950	Sign Manufacturing
339991	Gasket, Packing, and Sealing Device Manufacturing

420000 *Wholesale Trade*

423000	Merchant Wholesalers, Durable Goods
423110	Automobile and Other Motor Vehicle Merchant Wholesalers
423120	Motor Vehicle Supplies and New Parts Merchant Wholesalers
423130	Tire and Tube Merchant Wholesalers
423140	Motor Vehicle Parts (Used) Merchant Wholesalers
423210	Furniture Merchant Wholesalers
423310	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers
423320	Brick, Storne, and Related Construction Material Merchant Wholesalers
423330	Roofing, Siding, and Insulation Material Merchant Wholesalers
423390	Other Construction Material Merchant Wholesalers
423410	Photographic Equipment and Supplies Merchant Wholesalers
423420	Office Equipment Merchant Wholesalers
423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
423440	Other Commercial Equipment Merchant Wholesalers
423450	Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers
423490	Other Professional Equipment and Supplies Merchant Wholesalers
423510	Metal Service Centers and Other Metal Merchant Wholesalers
423610	Electical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers
423620	Electrical and Electonic Appliance, Television, and Radio Set Merchant Wholesalers
423690	Other Electronic Parts and Equipment Merchant Wholesalers
423710	Hardware Merchant Wholesalers
423720	Plumbing and Heating Equipment and Supplies (Hydronics) Merchant Wholesalers
423730	Warm Air Heating and Air-Conditioning Equipment and Supplies Merchant Wholesalers
423740	Refrigeration Equipment and Supplies Merchant Wholesalers
423810	Construction and Mining (except Oil Well) Machinery and Equipment Merchant Wholesalers
423820	Farm and Garden Machinery and Equipment Merchant Wholesalers
423830	Industrial Machinery and Equipment Merchant Wholesalers
423840	Industrial Supplies Merchant Wholesalers
423850	Service Establishment Equipment and Supplies Merchant Wholesalers
423860	Transportation Equipment and Supplies (except Motor Vehicle) Merchant Wholesalers
423930	Recyclable Material Merchant Wholesalers
423940	Other Miscellaneous Durable Goods Merchant Wholesalers

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)

List of NAICS Codes *(partial)*

424000	Merchant Wholesalers, Nondurable Goods
424110	Printing and Writing Paper Merchant Wholesalers
424120	Stationary and Office Supplies Merchant Wholesalers
424130	Industrial and Personal Service Paper Merchant Wholesalers
424210	Drugs and Druggists' Sundries Merchant Wholesalers
424310	Piece Goods, Notions, and Other Dry Goods Merchant Wholesaler
424320	Men's and Boy's Clothing and Furnishings Merchant Wholesalers
424330	Women's, Children's and Infant's Clothing and Accessories Merchant Wholesalers
424340	Footwear Merchant Wholesalers
424410	General Line Grocery Merchant Wholesalers
424420	Packaged Frozen Food Merchant Wholesalers
424490	Other Grocery and Related Products Merchant Wholesalers
424610	Plastics Materials and Basic Forms and Shapes Merchant Wholesalers
424690	Other Chemical and Allied Products Merchant Wholesalers
424710	Petroleum Bulk Stations and Terminals
424720	Pertroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
424920	Book, Periodical, and Newspaper Merchant Wholesalers
424930	Flower, Nursery Stock, and Florists' Supplies Merchant Wholesalers
424940	Tobacco and Tobacco Product Merchant Wholesalers
424950	Paint, Varnish, and Supplies Merchant Wholesalers
424990	Other Miscellaneous Nondurable Goods Merchant Wholesalers
425000	Wholesale Electronic Markets and Agents and Brokers
425110	Business to Business Electronic Markets
425120	Wholesale Trade Agents and Brokers

440000 - 459999 *Retail Trade*

441000	Motor Vehicle and Parts Dealers
441110	New Car Dealers
441120	Used Car Dealers
441221	Motorcycle Dealers
441222	Boat Dealers
441229	All Other Motor Vehicle Dealers
441229	Aircraft Dealers, Retail
441310	Automotive Parts and Accessories Stores
441320	Tire Dealers
442000	Furniture and Home Furnishings Stores
442110	Furniture Stores
442210	Floor Covering Stores
442291	Window Treatment Stores
442299	All Other Home Furnishings Stores
443000	Electronics and Appliance Stores
443111	Household Appliance Stores
443112	Radio, Television and Other Electronics Stores
443120	Computer and Software Stores
443130	Camera and Photographic Supplies Stores
444000	Building Material and Garden Equipment and Supplies Dlrs
444110	Home Centers
444120	Paint and Wallpaper Stores
444130	Hardware Stores
444190	Other Building Material Dealers
444210	Outdoor Power Equipment Stores
444220	Nursery and Garden Centers
445000	Food and Beverage Stores
446000	Health and Personal Care Stores
447000	Gasoline Stations
448000	Clothing and Clothing Accessories Stores
448110	Men's Clothing Stores
448120	Women's Clothing Stores
448130	Children's and Infants Clothing Stores
448140	Family Clothing Stores
448150	Clothing Accessories Stores
448190	Other Clothing Stores
448210	Shoe Stores
448320	Luggage and Leather Goods Stores
451000	Sporting Good, Hobby, Book, and Music Stores
451211	Book Stores
451212	News Dealers and Newsstands
452000	General Merchandise Store
453000	Miscellaneous Store Retailers
453110	Florists
453210	Office Supplies and Stationery Stores
453220	Gift, Novelty and Souvenir Stores
453310	Used Merchandise Stores
454000	Nonstore Retailers
454111	Electronic Shopping
454112	Electronic Auctions
454113	Mail-Order Houses
454210	Vending Machine Operators
454311	Heating Oil Dealers
454312	Liquefied Petroleum Gas (Bottled Gas) Dealers
454319	Other Fuel Dealers
454390	Other Direct Selling Establishments

480000 - 499999 *Transportation*

481000	Air Transportation
481111	Scheduled Passenger Air Transportation
481112	Scheduled Freight Air Transportation
481211	Nonscheduled Chartered Passenger Air Transportation
481212	Nonscheduled Chartered Freight Air Transportation
481219	Other Nonscheduled Air Transportation
482000	Rail Transportation
483000	Water Transportation
484000	Truck Transportation
484110	General Freight Trucking, Local
484121	General Freight Trucking, Long-Distance, Truckload
484122	General Freight Trucking, Long-Distance, Less Than Truckload
484210	Used Household and Office Goods Moving
484220	Specialized Freight (except Used Goods) Trucking, Local
484230	Specialized Freight (except Used Goods) Trucking, Long- Distance
485000	Transit and Ground Passenger Transportation
485111	Mixed Mode Transit Systems
485112	Commuter Rail Systems
485113	Bus and Motor Vehicle Transit Systems
485119	Other Urban Transit Systems
485210	Interurban and Rural Bus Transportation
485310	Taxi Service
485320	Limousine Service
485410	School and Employee Bus Transportation
485510	Charter Bus Industry

**** Note: Evidence of State licensing is required in order to be classified in this industry.***

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)

485991	Special Needs Transportation
485999	All Other Transit and Ground Passenger Transportation
486000	Pipeline Transportation
487000	Scenic and Sightseeing Transportation
488000	Support Activities for Transportation
488111	Air Traffic Control
488119	Other Airport Operations
488190	Other Support Activities for Air Transportation
488210	Support Activities for Rail Transportation
488310	Port and Harbor Operations
488320	Marine Cargo Handling
488390	Other Support Activities for Water Transportation
488410	Motor Vehicle Towing
488490	Other Support Activities for Road Transportation
488510	Freight Transportation Arrangement
488991	Packing and Crating
488999	All Other Support Activities for Transportation
491000	Postal Service
492000	Couriers and Messengers
492110	Couriers
492210	Local Messengers and Local Delivery
493000	Warehousing and Storage
493110	General Warehousing and Storage
493120	Refrigerated Warehousing and Storage
493190	Other Warehousing and Storage

510000 *Information*

511000	Publishing Industries (except Internet)
511110	Newspaper Publishers
511120	Periodical Publishers
511130	Book Publishers
511140	Directory and Mailing List Publishers
511199	All Other Publishers
511210	Software Publishers
512110	Motion Picture and Video Production
512191	Teleproduction and Other Postproduction Services
512199	Other Motion Picture and Video Industries
512210	Record Production
512220	Intergrated Record Prodction/ Distribution
512240	Sound Recording Studios
512290	Other Sound Recording Industries
515000	Broadcasting (except Internet)*
515111	Radio Networks*
515112	Radio Stations*
515120	Television Broadcasting*
515210	Cable and Other Subscription Programming
516000	Internet Publishing and Broadcasting
516110	Internet Publishing and Broadcasting
517000	Telecommunications
517110	Wired Telecommunications Carriers
517211	Paging
517212	Cellular and Other Wireless Telecommunications
517310	Telecommunications Resellers
517410	Satellite Telecommunications
517510	Cable and Other Program Distribution
517910	Other Telecommunications
518000	Internet Service Providers, Web Search Portals, and Data Processing Services
518111	Internet Service Providers
518112	Web Search Portals
518210	Data Processing, Hosting, and Related Services
519000	Other Information Services
519110	News Syndicates
519120	Libraries and Archives
519190	All Other Information Services

520000 *Finance and Insurance**

522000	Credit Intermediation and Related Activities
522220	Sales Financing
522291	Consumer Lending
522292	Real Estate Credit
522298	All Other Non-Depository Credit Intermediation
522310	Mortgage and Nonmortgage Loan Brokers
522320	Financial Transactions Processing, Reserve, and Clearing House Activities
522390	Other Activities Related to Credit Intermediation
523000	Financial Investments and Related Activities
523110	Investment Banking and Securities Dealing
523120	Securities Brokerage
523130	Commodity Contracts Dealing
523140	Commodity Contracts Brokerage
523910	Miscellaneous Intermediation
523920	Portfolio Management
523930	Investment Advice
523991	Trust, Fiduciary and Custody Activities
523999	Miscellaneous Financial Investment Activities
524000	Insurance Carriers and Related Activities
524113	Direct Life Insurance Carriers
524114	Direct Health and Medical Insurance Carriers
524126	Direct Property and Casualty Insurance Carriers
524127	Direct Title Insurance Carriers
524128	Other Direct Insurance (except Life, Health and Medical) Carriers
524130	Reinsurance Carriers
524210	Insurance Agencies and Brokerages
524291	Claims Adjusting
524292	Third Party Administration of Insurance and Pension Funds
524298	All Other Insurance Related Activities
525000	Funds, Trusts and Other Financial Vehicles
525110	Pension Funds
525120	Health and Welfare Funds
525190	Other Insurance Funds
525910	Open-End Investment Funds
525920	Trusts, Estates, and Agency Accounts
525930	Real Estate Investment Trusts
525990	Other Financial Vehicles

530000 *Real Estate and Rental and Leasing*

531000	Real Estate
531120	Lessors of Nonresidential Buildings (except MiniWarehouses)
531130	Lessors of Miniwarehouses and Self Storage Units
531190	Lessors of Other Real Estate Property
531210	Offices of Real Estate Agents and Brokers*
531312	Nonresidential Property Managers
531320	Offices of Real Estate Appraisers*
531390	Other Activities Related to Real Estate
532000	Rental and Leasing Services
532111	Passenger Car Rental
532112	Passenger Car Leasing

**** Note: Evidence of State licensing is required in order to be classified in this***

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)

532120	Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing
532210	Consumer Electronics and Appliances Rental
532299	All Other Consumer Goods Rental
532310	General Rental Centers
532411	Commercial Air, Rail, and Water Transportation Equipment Rental and Leasing
532412	Construction, Mining and Forestry Machinery and Equipment Rental and Leasing
532420	Office Machinery and Equipment Rental and Leasing
532490	Other Commercial and Industrial Machinery and Equipment Rental and Leasing
533110	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)

540000 *Professional, Scientific and Technical Services*

541191	Title Abstract and Settlement Offices
541110	Offices of Lawyers*
541199	All Other Legal Services
541211	Offices of Certified Public Accountants*
541213	Tax Preparation Services*
541214	Payroll Sterviceс
541219	Other Accounting Services
541310	Architectural Services*
541320	Landscape Architectural Services*
541330	Engineering Services*
541340	Drafting Services
541340	Map Drafting
541350	Building Inspection Services
541360	Geophysical Surveying and Mapping Services*
541370	Surveying and Mapping (except Geophysical) Services*
541380	Testing Laboratories
541410	Interior Design Services
541420	Industrial Design Services
541430	Graphic Design Services
541490	Other Specialized Design Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources and Executive Search Consulting Services
541613	Marketing Consulting Services
541614	Process, Physical Distribution and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541710	Research and Development in the Physical, Engineering, and Life Sciences
541720	Research and Development in the Social Sciences and Humanities
541810	Advertising Agencies
541820	Public Relations Agencies
541830	Media Buying Agencies
541840	Media Representatives
541850	Display Advertising
541860	Direct Mail Advertising
541870	Advertising Material Distribution Services
541890	Other Services Related to Advertising
541910	Marketing Research and Public Opinion Polling
541922	Commercial Photography
541930	Translation and Interpretation Services
541990	All Other Professional, Scientific and Technical Services

550000 *Management of Companies and Enterprises*

551111	Offices of Bank Holding Companies
551112	Offices of Other Holding Companies

560000 *Administrative and Support Services*

561000	Administrative and Support Services
561110	Office Administrative Services
561210	Facilities Support Services
561210	Base Maintenance
561310	Employment Placement Agencies
561320	Temporary Help Services
561330	Employee Leasing Services
561410	Document Preparation Services
561421	Telephone Answering Services
561422	Telemarketing Bureaus
561431	Private Mail Centers
561439	Other Business Service Centers (including Copy Shops)
561440	Collection Agencies
561450	Credit Bureaus
561491	Repossession Services
561492	Court Reporting and Stenotype Services
561499	All Other Business Support Services
561510	Travel Agencies
561520	Tour Operators
561599	All Other Travel Arrangement and Reseration Services
561611	Investigation Services
561612	Security Guards and Patrol Services*
561613	Armored Car Services
561621	Security Systems Services (except Locksmiths)
561622	Locksmiths
561710	Exterminating and Pest Control Services*
561720	Janitorial Services
561730	Landscaping Services*
561740	Carpet and Upholstery Cleaning Services
561790	Other Services to Buildings and Dwellings
561910	Packaging and Labeling Services
561920	Convention and Trade Show Organizers
561990	All Other Support Services
562000	Waste Management and Remediation Services
562111	Solid Waste Collection
562112	Hazardous Waste Collection*
562119	Other Waste Collection
562211	Hazardous Waste Treatment and Disposal*
562219	Other Nonhazardous Waste Treatment and Disposal
562910	Remediation Services
562910	Environmental Remediation Services
562920	Materials Recovery Facilities
562998	All Other Miscellaneous Waste Management Services

610000 *Educational Services*

611410	Business and Secretarial Schools
611420	Computer Training
611430	Professional and Management Development Training
611512	Flight Training

**** Note: Evidence of State licensing is required in order to be classified in this industry.***

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)

611513	Apprenticeship Training
611519	Other Technical and Trade Schools
611630	Language Schools
611691	Exam Preparation and Tutuoring
611692	Automobile Driving Schools
611699	All Other Miscellaneous Schools and Instruction
611710	Educational Support Services

620000 *Health Care and Social Assistance**

621000	Ambulatory Health Care Services
621110	Offices of Physicians
621210	Offices of Dentists
621310	Offices of Chiropractors
621320	Offices of Optometrists
621330	Offices of Mental Health Practitioners (except Physicians)
621340	Offices of Physical, Occupational and speech Therapists and Audiologists
621391	Offices of Podiatrists
621399	Offices of All Other Miscellaneous Health Practitioners
621410	Family Planning Centers
621420	Outpatient Mental Health and Substance Abuse Centers
621492	Kidney Dialysis Centers
621493	Freestanding Ambulatory Surgical and Emergency Centers
621498	All Other Outpatient Care Centers
621511	Medical Laboratories
621512	Diagnostic Imaging Centers
621610	Home Health Care Services
621910	Ambulance Services
621999	All Other Miscellaneous Ambulatory Health Care Services
622000	Hospitals
623000	Nursing and Residential Care Facilities
624000	Social Assistance
624120	Services for the Elderly and Persons with Disabilities
624110	Child and Youth Services
624190	Other Individual and Family Services
624210	Community Food Services
624221	Temporary Shelters
624229	Other Communty Housing Services
624230	Emergency and Other Relief Services
624310	Vocational Rehabilitation Services
624410	Child Day Care Services

710000 *Arts, Entertainment and Recreation*

711000	Performing Arts, Spectator Sports and Related Industries
712000	Museums, Historical Sites and Similar Institutions
713000	Amusement, Gambling and Recreation Industries

720000 *Accommodation and Food Services*

721000	Accommodation
722000	Food Services and Drinking Places
722110	Full-Service Restaurants
722211	Limited-Service Restaurants
722212	Cafeterias
722213	Snack and Nonalchoholic Beverage Bars
722310	Food Service Contractors
722320	Caterers
722330	Mobile Food Services
722410	Drinking Places (Alchoholic Beverages)

810000 *Other Services*

811000	Repair and Maintenance
811111	General Automotice Repair
811112	Automotive Exhaust System Repair
811113	Automotive Transmission Repair
811118	Other Automotive Mechanical and Electrical Repair and Maintenance
811121	Automotive Body, Paint and Interior Repair and Maintenance
811122	Automotive Glass Replacement Shops
811191	Automotive Oil Change and Lubrication Shops
811192	Car Washes
811198	All Other Automotive Repair and Maintenance
811211	Consumer Electronics Repair and Maintenance
811212	Computer and Office Machine Repair and Maintenance
811213	Communication Equipment Repair and Maintenance
811219	Other Electronic and Precision Equipment Repair and Maintenance
811310	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance
811411	Home and Garden Equipment Repair and Maintenance
811412	Appliance Repair and Maintenance
811420	Reupholstery and Furniture Repair
811430	Footwear and Leather Goods Repair
812000	Personal and Laundry Services
812320	Drycleaning and Laundry Services (except Coin Operated)
812331	Linen Supply
812332	Industrial Launderers
812921	Photo Finishing Laboratories (except One-Hour)
812922	One-Hour Photo Finishing
812930	Parking Lots and Garages
813000	Religious, Grantmaking, Civic, Professional and Similar Organizations

The following internal codes are not NAICS codes, and are to be used only by Airport Concessionaires

999*xxx* *Airport Concessions*

999001	Airport Concessionaire - Book Stores
999002	Airport Concessionaire - Auto Rental
999003	Airport Concessionaire - Banks
999004	Airport Concessionaire - Hotels and Motels
999005	Airport Concessionaire - Insurance Machines and Counters
999006	Airport Concessionaire - Gift, Novelty, and Souvenir Shop
999007	Airport Concessionaire - Newstands
999008	Airport Concessionaire - Shoe Shine Stands
999009	Airport Concessionaire - Barber Shops
999010	Airport Concessionaire - Automobile Parking
999011	Airport Concessionaire - Jewelry Store
999012	Airport Concessionaire - Advertising
999013	Airport Concessionaire - Luggage Cart
999014	Airport Concessionaire - Nail Salons

**** Note: Evidence of State licensing is required in order to be classified in this industry.***

(This document contains a partial list of NAICS codes. For a complete list of NAICS codes, please visit www.ntis.gov/naics)